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State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

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July 2, 2002

To: County and District Chief Business Officials
Charter School Administrators
County Auditors

From: Cindy S. Chan, Administrator
Principal Apportionment and Special Education Office
School Fiscal Services Division

Subject: CALENDAR OF KEY DEADLINES FOR 2002-2003 APPORTIONMENTS

For your planning purposes, we are enclosing the *Calendar of Key Deadlines, 2002-2003 Apportionments*, which provides due dates for the various apportionment documents and other reports necessary for the California Department of Education (CDE) to determine funding for local educational agencies.

We are required by law to certify apportionments by very specific dates. Receiving your information by the deadlines helps ensure that your apportionment will reflect the most current data. We appreciate your efforts to comply with these due dates. If there is a problem sending us the information on time, or if you have corrections once the information has been sent, please contact CDE apportionment unit staff immediately. A copy of these deadlines, as well as an up-to-date listing of CDE apportionment staff can be found at http://www.cde.ca.gov/fiscal/principal_app/.

If you have any questions about the calendar or the website, please contact Melissa Collier at (916) 445-7354 or by e-mail mcollier@cde.ca.gov or Shelley Goode at (916) 324-4530 or by e-mail sgoode@cde.ca.gov.

Enclosure